Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs (OPdA) is here to help you make the most of your time as a postdoc at Cambridge. We provide information and resources to help with your career development, entrepreneurship, College affiliations, and many aspects of your life and work in Cambridge.

You can find a full listing of events and resources on our website, get in touch with us directly at contact.opda@admin.cam.ac.uk, or drop in to see us at one of the Postdoc Centres at the Biomedical Campus, Mill Lane, and (in 2017) North West Cambridge.

We provide:
• free meeting rooms, event venues & quiet working spaces
• events, workshops, networking and career development
• support, advice and representation

We run induction sessions for new postdocs

You will also receive our weekly Postdoc Bulletin email with upcoming opportunities that we hope will be of interest to you.

In June 2016 the OPdA launched a pilot mentoring scheme for postdoctoral staff at the University of Cambridge. The scheme offers an individualised formal academic matching model with a mentor drawn from outside the core discipline area.

“I thoroughly enjoyed it, I learned more from my mentee than they from me, I think!”

“We connected very well and it was clear for both of us what we were expecting from the mentoring programme. I don’t have any problems talking to my mentor.”

Look out for more information on opda.cam.ac.uk/whileincambridge/mentoring in 2017 if you would like to find a mentor through the scheme.

To find out more please email mentoring.opda@admin.cam.ac.uk
Free meeting rooms, event venues, quiet working spaces

Events, workshops, networking and career development

Support, advice and representation

Come and see us or get in touch!

contact.opda@admin.cam.ac.uk 01223 336 777
@opdacam www.opda.cam.ac.uk
The Postdoc Centre @ Biomedical Campus
Clifford Albutt Building, Addenbrookes

Free meeting rooms, event venues, quiet working spaces

Events, workshops, networking and career development

Support, advice and representation

Come and see us or get in touch!

contact.opda@admin.cam.ac.uk    01223 336 777
@opdacam                      www.opda.cam.ac.uk
Postdocs of Cambridge Society (PdOC)

Essential Guide for New Postdocs

Quick Checklist:

☐ Sign up for the PdOC Newsletter
☐ Follow us on Twitter/Like us on Facebook
☐ Check your details in the HR employee self-service
☐ Set up your Hermes email
☐ Register for CAMbensDiscounts
☐ Look at your Pensions options
☐ Sign up for updates from PPD, RDP and Career Services
☐ Subscribe to the Reporter
☐ Subscribe to announcements about talks

contact@pdoc.cam.ac.uk

www.pdoc.cam.ac.uk

Postdocs of Cambridge

@CamPostdocs
The Postdoc of Cambridge (PdOC) Society Essential Guide for New Postdocs

Getting Started in Cambridge

Postdocs of Cambridge (PdOC) Society
pdoc.cam.ac.uk
✉️ contact@pdoc.cam.ac.uk

Cambridge University Senior Society for all postdoctoral research staff at the University of Cambridge, its Colleges and Partner Institutions. All Cambridge postdocs are welcome to join activities and events and there is no membership fee. Sign up for our weekly newsletter!

Office of Postdoctoral Affairs (OPdA)
opda.cam.ac.uk

In recognition of the importance of postdocs, the University established the OPdA to look after the interests of the community. OPdA hosts two Postdoc Centres at 16 Mill Lane and the Biomedical Campus (with a third opening at North West Cambridge in late 2017) where you can come for information, advice and various events.

Departmental Postdoc Committee Chairs’ Network (DPCCN)
pdoc.cam.ac.uk/dpccn

The DPCCN is a joint initiative from the PdOC Society and OPdA. The network meets termly to provide a wide ranging, representative postdoc ‘voice’ to prioritise needs and contribute to the University wide strategy for postdocs.

Accommodation Service
accommodation.cam.ac.uk

Register with the accommodation service to rent University owned accommodation, including at North West Cambridge, and search available properties from private landlords.

Newcomers and Visiting Scholars
nvs.admin.cam.ac.uk

The Newcomers and Visiting Scholars (NVS) help newly arrived University members and visitors, along with partners and families, to settle in and find out more about Cambridge.

Information for new staff
hr.admin.cam.ac.uk/hr-staff/information-new-starters

These pages aim to give you a flavour of the University, tell you what’s available in terms of personal and professional development and the many benefits of working in Cambridge.

Understanding the University

About the University
cam.ac.uk/about-the-university
✉️ representation@pdoc.cam.ac.uk

A description of how the University works; term dates, history and much more.

University Lookup Service
lookup.cam.ac.uk/

Search for staff (by CRSid, name, role, phone number, etc) at the University.

Cambridge University Reporter
admin.cam.ac.uk/reporter

The official journal of the University of Cambridge. The Reporter appears on Wednesday each week during Full Term. It carries notices of all University business, Discussions, and Graces; Council and General Board decisions; as well as brief information on awards, appointments, and job vacancies. Subscribe to receive a weekly email!

Postdoc opportunities for College affiliation
pdoc.cam.ac.uk/guides/PdOC_College_Affiliation
✉️ college-affiliations@pdoc.cam.ac.uk

There are 31 independent and autonomous Colleges which form part of the Collegiate University. The majority of postdocs are not affiliated to a Cambridge College during their time in Cambridge, but there are increasingly many opportunities for doing so. The PdOC Society’s guide is the most comprehensive overview.
Human Resources Support/Information

Staff Guide for academic, academic-related and research staff.
hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide

Essential guide for research staff on key policies, practices, terms of employment and facilities.

HR Employee self service
chris.cam.ac.uk/hr_live_ess/
Update your personal details and view your payslips online.

Pensions
pensions.admin.cam.ac.uk

You will be auto-enrolled into a pension scheme when you start, usually the USS. Here you can find information about your benefits and options.

CAMbens (Employee benefits)
hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits

University of Cambridge employee benefits includes health care cash plans, child care, bicycle and car hire schemes to shopping and insurance discounts.

Hermes webmail
webmail.hermes.cam.ac.uk/

All staff have access to a webmail account (CRSid@cam.ac.uk) that can be used on its own and/or forwarded to another institutional email account.

Childcare office
admin.cam.ac.uk/univ/childcare

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

Health, Welfare and Safety

Occupational health
oh.admin.cam.ac.uk
This service focuses on the prevention of ill health and promotion of health at work.

Disability Resource Centre
disability.admin.cam.ac.uk
Provides information and advice on disability issues.

University Counselling Service
counselling.cam.ac.uk

The Staff Counselling Service is available free of charge to all staff.

University Chaplaincy
hr.admin.cam.ac.uk/hr-staff/information-staff/religion-or-belief/chaplaincy

The Chaplain to University Staff works in formal partnership with the University's Equality & Diversity Section and has forged links with the other University chaplaincies and faith communities across the city of Cambridge.

University Research

Information for research staff
cam.ac.uk/research-staff

A guide specific to research staff including Living and working in Cambridge, Employment and Career Management.

Cambridge Enterprise
enterprise.cam.ac.uk

Works with members of the University to help commercialise their research and provide consultancy services to industry.

Talks.cam
talks.cam.ac.uk
If you want to know about talks in Cambridge that match your interests, talks.cam was created for you! Talks.cam provides a database of talks in Cambridge that anyone can browse and much more. Sign up to receive notifications of talks that you are interested in by email.

Professional Development and Careers

Researcher Development Programme
rdp.cam.ac.uk/postdocs

Researcher Development Programme
rdp.cam.ac.uk/postdocs
researcher-development@pdoc.cam.ac.uk

Include training in teaching, managing research projects, writing and in developing personal strengths in communicating and working with others.

Entrepreneurial Postdocs of Cambridge (EPoC)
opda.cam.ac.uk/get-involved/epoc

With support from the OPdA, Judge Business School (CIEL), Cambridge Enterprise, and other prominent partners, EPoC aims to create awareness of entrepreneurial opportunities for postdocs.
University of Cambridge Training Providers

training.cam.ac.uk

This site provides a central point for staff and students of the University and its Colleges to search for and book onto a variety of training courses run by participating University training providers.

Personal & Professional Development

ppd.admin.cam.ac.uk

There are training and development opportunities for all staff, from those new to working at Cambridge to those who are more established on their career pathway.

Careers service

careers.cam.ac.uk

The Careers Service provides careers advice and information to all current University of Cambridge postdocs and contract research staff. Register to receive notifications of courses, workshops and events!

Job opportunities in Cambridge

jobs.cam.ac.uk

Listings of current University vacancies. If you are looking for a support staff role, you may be interested in the academic-related and/or assistant staff vacancies. You can also search for opportunities available within the 31 independent Cambridge Colleges.

Travel

Universal bus line

environment.admin.cam.ac.uk/what-are-we-doing/travel/catch-bus

The Universal bus service links Madingley Park and Ride with West Cambridge, the railway station and the Cambridge Biomedical Campus (including Addenbrooke’s Hospital). Discounts apply for University card holders; show the driver your card and pay just £1 per journey (price current as of March 2017).

University Cycle to Work Scheme

hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/travel/cambens-cycle-work-scheme

The “Cycle to Work” initiative enables employers to lease bicycles and associated safety equipment to their employees through what is called salary sacrifice. More information about cycling in Cambridge is also available on this website.

Leisure and Sports

Cambridge Sports Centre

sport.cam.ac.uk/facilities/university-cambridge-sports-centre

This brand new sports centre contains a vast sports hall, housing two full-size courts for basketball, badminton, boxing, five-a-side football, volleyball, netball and other court games plus much more.

Frank Lee Centre at Addenbrooke’s

frankleecentre.co.uk

For postdocs based at the Biomedical Campus the Frank Lee offers gym and swimming facilities for staff at Addenbrooke’s Hospital.

Miscellaneous/Other Information

Cambridge University and College Union

ucu.cam.ac.uk

Cambridge UCU deals with issues important to our membership at local and national level. UCU negotiates nationally on pay and conditions and protecting your pensions, improving conditions for contract staff, and restructuring of grades.

Cambridge AWiSE

camawise.org.uk

Cambridge AWiSE is a regional network that brings together women with common interests and act as a source of support, information and inspiration. AWiSE members work both in industry and academia, or are women returning to a STEM career after a break.

Equality and Diversity and Athena SWAN

equality.admin.cam.ac.uk/

The University of Cambridge is committed to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. The University of Cambridge was a founder member of Athena SWAN Charter and the University won its first award in the inaugural round of March 2006.

University discount on train season ticket

environment.admin.cam.ac.uk/what-are-we-doing/travel/train

A 10% discount rate on the purchase of train season tickets and bulk-buy tickets is now available for staff of the University of Cambridge.

Postdocs of Cambridge (PdOC) Society 2017
Group Activities
Contact Julie Darsley to join: jrd32@admin.cam.ac.uk
www.nvs.admin.cam.ac.uk/group-activities

B to book a place
* Group meets occasionally, see website for dates and times.

Adult Art Drawing Class Co-ordinator: Rosine Bonay
Monday 11 am – 12.15 pm during term time in The Master’s Lodge, Downing College

* Art & Reading Group Co-ordinator: Laurel Powers-Freeling & Tom Baer
10 am–12 noon, Graduate Union in Mill Lane, for children under 4.

* Book Group Co-ordinator: Lindsey Payne & Marianna Fletcher-Williams
2.15 pm – 3.45 pm Kellet Lodge, Tennis Court Road.

* Cambridge Connect Co-ordinator: Karina Wells & Simone Castello
10 am–12 noon. How to connect with Cambridge’s professional environment.
OPdA Centre, 16 Mill Lane – basement.

* Choir Co-ordinator: Marianna Fletcher-Williams
NVS Choir singing workshop and performance.

* Cinema & Drama Group Co-ordinator: Elfrida Heath
Meets at a cinema or theatre for chosen performances, followed by informal discussions in a local café.

* Cookery Group Co-ordinator: Elsa Strietman & Naheed Kandil
Cooking at home with shared recipes. Cost £5.00–£8.00 depending on ingredients.

Craft Group 1 – Knitting Co-ordinator: Janet Edwards
Thursday 10 am–12 noon all year, even outside term time. The Community Room at West Cambridge, Charles Babbage Road, CB3 0FS.

* Craft Group 2 – Craftwork Co-ordinator Andrea Bronskill
Wednesday 1–3 pm 16 Mill Lane, OPdA Centre, basement.

Cultural Discussion Group Co-ordinator: Samantha Sintes
Thursday 10 am–12 noon during term time. Discussions on various topics and issues from a multicultural perspective. OPdA Centre, 16 Mill Lane – basement.

English Language Conversation Group Co-ordinator Margaret Callingham
Tuesday 9.45 – 10.45 am during term time. University Centre, Dining Hall, 2nd floor.

* Tea Parties Co-ordinator: Alice Fleet
Afternoon Tea. Traditional English tea parties 2 or 3 times a term.

* Walking Group Co-ordinator: Liz Hodder
During term time. A guided walk around the city centre with an NVS City Blue Badge Guide. Start time varies and announced during the morning.

Yoga Class Co-ordinator: Margaret Schofield
Tuesday 1.30 pm–2.30 pm during term time. OPdA Centre, 16 Mill Lane – basement. £3.00 if booked ahead or £4.00 at the class.
Welcome to NVS Tuesday Mornings at The University Centre, Granta Place, CB2 1RU

There is no charge for membership but you do need to register online. Please visit our website www.nvs.admin.cam.ac.uk and click on ‘Register with us’ or register at one of our Tuesday meetings in term time. Follow the website for updates.

9.45 am English Language Conversation group begins.
10.30 am Welcome and Registration: meet the volunteers and group leaders. Refreshments, information stalls, book lending, children’s play area.
11.30 am Talk begins
12.30 or 1 pm Guided Walk: When there is a free guided walk around the city and colleges meet in the University Centre main entrance. Details of time will be announced on the day.

Outside term time informal meetings continue every Tuesday from 11 am in the Granta Lounge, University Centre.

Tuesdays 😊

3 October
Welcome to NVS: meet volunteers and hear about the group activities. A talk from a former active NVS member, how she settled into life in Cambridge and working for “Alliance Francaise”. Virginie Friend.

10 October
The sculpture of Degas: production and reproduction. Vicky Avery, Keeper, Fitzwilliam Museum.

17 October
PowerHouse Games: committed to bringing disabled and non-disabled athletes together. John Willis, Founder of Power2Inspire.

24 October
Satellites, Smartphones and Fake News – My life as a BBC journalist. Amanda Farnsworth, Head of Visual and Data Journalism, BBC News.

31 October
Jane Austen in Cambridge. An unfinished novel ‘Sanditon’, her letters and new £10.00 note. Dr Anne Toner, Trinity College Fellow in English.

7 November
Madingley Hall: A 16th Century country house with 18th Century ‘Capability Brown’ gardens. Paul Ireland, Institute of Continuing Education.

14 November
The Circassian Mystique. A talk from a current NVS member, giving an overview of the Circassian history, language and culture. Mr Kajun Napso.

21 November

28 November
Christmas Fair. Father Christmas, Bring & Buy, carol singing and mince pies. Corpus Christi College, Master’s Lodge. 10.30 am. Free.

Events: to book your place contact Julie Darsley jrd32@admin.cam.ac.uk

Thursday 5 October
Families Welcome event: Come and meet other families. Discover what the University Centre has to offer. More details will follow. 4.00–6.00 pm. 🎉

Thursday 12 October
A tour of Wolfson College Gardens with Head Gardener Phil Stigwood. Porters’ Lodge Barton Road CB3 9BB. 10.30 am. £3.00. 🎉

Monday 16 October
Tea & toys at Corpus Christi College. Welcoming, informal playtime for parents with babies and small children in the Master’s Lodge. Toys for children, tea and chat for adults. 2.00 pm. Free. 🎉

Tuesday 17 October
Visit King’s College Chapel for Evensong, followed by a pub visit. Meet at King’s College Porters’ Lodge. 5.00 pm. Evensong, followed by a pub visit. £4.00 (for children over 6 years old).

Wednesday 18 October
The Degas Exhibition: a guided tour. Vicky Avery, Keeper, Fitz威廉博物馆. 10.15 am. £3.00. 🎉

Thursday 19 October
NEW
Families Welcome event: Come and meet other families. Discover what the University Centre has to offer. More details will follow. 4.00–6.00 pm. 🎉

Thursday 20 October
A Ghost Tour of Cambridge with Tony Rodgers. Meet in the University Centre, Granta Place, CB2 1RU. 6.15 pm. £5.00 Adults, Children Free. 🎉

Thursday 2 November
Drinks Reception in the CUP Bookshop with Kevin Taylor. A talk on the History of the Bookshop and adapting to a digital age. Meet at the entrance 1 Trinity Street, CB2 1SZ. 6.00 pm. Free. 🎉

Monday 6 November
19th Century Quilts’ workshop with Carolyn Ferguson. Participants will examine and discover the history of 19th Century patchwork and quilted items in the UK, and see displays from the Museum of Cambridge’s Collection and Carolyn’s personal collection. Museum of Cambridge, 2-3 Castle Street CB3 0AQ. 10.30–12.00 noon. £10.00. 🎉

Thursday 9 November
Jane Austen At Home. A one-woman show, consisting entirely of Jane Austen’s words celebrating the variety and wit of her writings, memoirs, letters, poetry and novels. Interval drinks in the Master’s Lodge, Gonville & Caius College. 7.30 pm. £10.00. 🎉

Monday 13 November
Jesus College: a tour of the library, including a guide to the architecture of the building and the art works housed within it. Rhona Watson, Quincentenary Librarian. Meet at the Porters’ Lodge, Jesus Lane CB5 8BL. 10.30 am. £3.00. 🎉

Wednesday 22 November
New Hall Art Collection at Murray Edwards College. Guided tour with assistant curator and NVS Member, Maria Azcoitia. Meet at Porters’ Lodge, Murray Edwards College, Huntingdon Road CB3 0DF. 11.00 am. £3.00. 🎉

By train Saturday
18 November
Ely Cathedral and City

NEW
HALF-TERM!

By train Saturday
18 November
Ely Cathedral and City

NEW
HALF-TERM!

NEW
HALF-TERM!
The Childcare Office
Supporting University Families
University Nurseries
University Holiday Playscheme
Information Service for University Parents
Support with Childcare Costs

www.childcare.admin.cam.ac.uk
Childcare Office Services

University Workplace Nurseries

Edwinstowe Close¹
www.childcare.admin.cam.ac.uk/nurseries
edwinstownenursery@childbase.com

West Cambridge²
www.childcare.admin.cam.ac.uk/nurseries
westcambridgenursery@childbase.com

University Workplace Nurseries’ Salary Exchange Scheme³
www.childcare.admin.cam.ac.uk/nurseries/workplacesalaryexchangescheme

University of Cambridge Holiday Playscheme
www.childcare.admin.cam.ac.uk/playscheme
playscheme@admin.cam.ac.uk

Information Service for University Parents
www.childcare.admin.cam.ac.uk/parents
childcare@admin.cam.ac.uk

Support with Childcare Costs
(inc. KiddiVouchers¹ and Central Childcare Bursary Scheme²)
www.childcare.admin.cam.ac.uk/supportwithchildcarecosts

Other Services for Families

Cambridgeshire Childcare Information Service
www.familiesandchildcare.org.uk

Cambridge City Council
(inc. housing, leisure)
www.cambridge.gov.uk

Cambridgeshire County Council
(inc. children’s centres, school admissions, early years funding)
www.cambridgeshire.gov.uk

NHS (National Health Service)
(inc. medical advice, GP & dentist listings)
www.nhs.uk

Ofsted
(inc. school reports and childcare inspection reports)
www.gov.uk/government/organisations/ofsted

Join us at:
www.facebook.com/childcareuniversityofcambridge/

¹ For University staff only
² For University staff and students only
³ Only for University staff who use the University’s workplace nurseries
⁴ For EU and Overseas students only

2016/2017
Live in a new community
designed purposefully for you

700 new homes will be available for rent from June through to September 2017 for University and College staff on a new district called Eddington in the north-west side of Cambridge, less than two miles from the city centre. A further 200 homes will be available in March April 2018

The site has been developed principally by the University of Cambridge to assist post-doctoral researchers and other staff members find suitable affordable housing near to Cambridge.

The homes are built to high levels of sustainability. The accommodation is a mixture of one and two bedroom apartments, which will be suitable for single persons, couples and families with one child.

The University Accommodation Service will be managing the process of allocating the homes.

For further information and to make an application, please visit the University’s Accommodation Service website at www.accommodation.cam.ac.uk

For more information about North West Cambridge please visit http://www.nwcambridge.co.uk/
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Postdocs: Being Assertive &amp; Making Yourself Heard</td>
<td>31 Oct</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Being Assertive &amp; Making Yourself Heard</td>
<td>7 Dec</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Introduction to Coaching and Mentoring</td>
<td>17 May</td>
<td>09:30-11:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Introduction to Coaching and Mentoring</td>
<td>7 Nov</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Biomedical</td>
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<tr>
<td>Postdocs: Strategies for Building Resilience</td>
<td>22 Mar</td>
<td>14:30-16:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Strategies for Building Resilience</td>
<td>9 Nov</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Self-Coaching for Professional Development</td>
<td>27 Feb</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Setting Up Group Coaching</td>
<td>6 Jun</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Setting Up Group Coaching</td>
<td>5 Jul</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
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| Leadership and Communication                      |           |            |
|--------------------------------------------------|------------|
| Postdocs: An Initial Guide to Leadership          | 24 Oct     | 10:00-12:00| Postdoc Centre @ Mill Lane |
| Postdocs: An Initial Guide to Leadership          | 23 Jan     | 10:30-12:30| Postdoc Centre @ Biomedical |
| Postdocs: An Initial Guide to Leadership          | 11 Apr     | 10:00-12:00| Postdoc Centre @ Mill Lane |
| Postdocs: Self-Leadership                        | 14 Nov     | 10:00-12:00| Postdoc Centre @ Mill Lane |
| Postdocs: Self-Leadership                        | 14 Feb     | 14:00-16:00| Postdoc Centre @ Biomedical |
| Postdocs: Self-Leadership                        | 15 May     | 10:00-12:00| Postdoc Centre @ Mill Lane |
| Postdocs: Leading Others                         | 5 Dec      | 10:00-12:00| Postdoc Centre @ Mill Lane |
| Postdocs: Leading Others                         | 13 Mar     | 14:00-16:00| Postdoc Centre @ Biomedical |
| Postdocs: Leading Others                         | 21 Jun     | 10:00-12:00| Postdoc Centre @ Mill Lane |
| Postdocs: How to Approach Difficult Conversations| 21 Nov     | 10:00-12:00| Postdoc Centre @ Mill Lane |
| Postdocs: How to Approach Difficult Conversations| 30 May     | 14:30-16:30| Postdoc Centre @ Biomedical |
| Postdocs: Managing Up                            | 30 Nov     | 14:00-16:00| Postdoc Centre @ Mill Lane |
| Postdocs: Managing Up                            | 24 May     | 14:00-16:00| Postdoc Centre @ Biomedical |
| Postdocs: How to Achieve Productive Collaborations| 27 Jun     | 14:30-16:30| Postdoc Centre @ Biomedical |
Courses for Postdocs 2017-18

For course descriptions and more information go to: [www.rdp.cam.ac.uk](http://www.rdp.cam.ac.uk) | BOOK ONLINE from September 2017: [www.training.cam.ac.uk](http://www.training.cam.ac.uk)

### Teaching and Learning

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<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Postdocs Lecturing: An Introduction (AHSS)</td>
<td>7 Nov, 25 Jan</td>
<td>15:00-17:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs Lecturing: An Introduction (Sciences)</td>
<td>8 Feb</td>
<td>14:00-16:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Assisting with PhD Supervision</td>
<td>8 Nov</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Assisting with PhD Supervision</td>
<td>7 Mar</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (AHSS)</td>
<td>25 Oct, 10 Nov, 17 Jan</td>
<td>12:30-14:00</td>
<td>RDP Revans Room</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (AHSS)</td>
<td>13 Feb, 4 May, 6 Jul</td>
<td>12:30-14:00</td>
<td>RDP Revans Room</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (STEMM)</td>
<td>17 Oct, 31 Oct, 23 Jan</td>
<td>12:30-14:00</td>
<td>RDP Revans Room</td>
</tr>
<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (STEMM)</td>
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<td>13:00-14:30</td>
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<tr>
<td>Supervising Graduate Students: Workshops for Supervisors (STEMM)</td>
<td>24 Apr, 14 May, 2 Jul</td>
<td>12:30-14:00</td>
<td>RDP Revans Room</td>
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### Research and Career Progression

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<tbody>
<tr>
<td>Postdocs: Sustaining and Expanding Your Creativity</td>
<td>12 Oct</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Sustaining and Expanding Your Creativity</td>
<td>26 Apr</td>
<td>10:00-12:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Map Your Postdoc Journey Now!</td>
<td>16 Oct</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
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<tr>
<td>Map Your Postdoc Journey Now!</td>
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<td>Map Your Postdoc Journey Now!</td>
<td>8 Feb</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Map Your Postdoc Journey Now!</td>
<td>10 May</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>How to Prepare a Grant or Fellowship Application with Impact</td>
<td>1 Nov</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>How to Prepare a Grant or Fellowship Application with Impact</td>
<td>13 Jun</td>
<td>09:30-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations Group Workshop</td>
<td>16 Nov</td>
<td>14:30-16:30</td>
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<tr>
<td>Postdocs: Effective Research Presentations Group Workshop</td>
<td>28 Feb</td>
<td>14:30-16:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>23 Nov</td>
<td>09:30-16:30</td>
<td>RDP Revans Room</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>12 Dec</td>
<td>10:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>14 Dec</td>
<td>09:30-16:30</td>
<td>RDP Fawcett Room</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>26 Mar</td>
<td>10:00-16:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>19 Apr</td>
<td>09:30-16:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>Postdocs: Effective Research Presentations 1:1</td>
<td>22 May</td>
<td>10:00-15:00</td>
<td>Postdoc Centre @ Biomedical</td>
</tr>
<tr>
<td>How to Peer Review Research Papers (STEMM)</td>
<td>28 Nov</td>
<td>10:00-12:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
<tr>
<td>How to Peer Review Research Papers (AHSS)</td>
<td>28 Nov</td>
<td>14:00-16:30</td>
<td>Postdoc Centre @ Mill Lane</td>
</tr>
</tbody>
</table>
Careers Service

Careers support for postdocs

Help with careers inside and outside academia

Specialist postdoc team - see over for details

Register at www.careers.cam.ac.uk/pdoc
Careers Service

Careers support for postdocs

Arts, Humanities & Social Sciences
PdocAHSS@careers.cam.ac.uk

Physical Sciences & Technology
PdocPhys@careers.cam.ac.uk

Life Sciences
PdocLife@careers.cam.ac.uk

Help with careers inside and outside academia

- One-to-one appointments
- Workshops and speaker events
- Postdoc careers website: www.careers.cam.ac.uk/pdoc
- Advice on exploring your options

- Interview preparation
- Access to real-life interview questions and feedback
- CV and cover letter checks
- CVs and Cover Letters book: written for postdocs

Register at www.careers.cam.ac.uk/pdoc
Finding Research Funding: Research Professional

If you are interested to find research funding Research Professional provides with an extensive database of funding opportunities searchable by discipline and funding type. Weekly funding newsletters and updates about developments in Higher Education can be easily set up for individual email accounts.
https://www.researchprofessional.com/rr/home

Free access is available from a Cambridge University IP address or after registration also remotely.

Creating Research Profiles: Symplectic – Elements

Elements is the University's research information management system, and provides a closed environment within which Cambridge researchers can create a profile and share information within the University of Cambridge community. Symplectic supports the REF and Researchfish submissions.
https://elements.admin.cam.ac.uk/login.html

Costing Research Projects: X5 – University Costing Tool

- The program allows a consistent approach to research costing
- Supports all research projects including complex projects that may involve multiple institutions and funders across the world and their different currencies
- Heads of Department have greater certainty of the costs involved, allowing better management of risks and departmental planning

Research Contracts

Many research projects require the University to negotiate an agreement with the other parties involved, making everyone’s rights and responsibilities clear and protecting the interests of all.

The Research Operations Office's role is to negotiate research contracts on behalf of the University and thereby to protect researchers from personal liability, the University’s mission and protect PI’s research.

Our negotiations generally cover specific contractual issues including:
- price
- intellectual property (IP)
- Publication rights
- Liability

Do not sign any research contract but contact the research contracts team for support. For tenders please contact us as soon as possible and before submitting an application. Applying to a tender confirms acceptance of the terms and conditions which may need negotiation in order to be acceptable for the University.
http://www.research-operations.admin.cam.ac.uk/research-contracts

Research Integrity – Ethics

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity.
https://www.research-integrity.admin.cam.ac.uk/
**The Research Office**

The Research Office mission is to enable research excellence at the University and to support Principal Investigators, Departments and central offices in this endeavour. The Research Office has an operations and a strategy arm.

---

**Operations**

The Research Operations Office works with departments to:
- negotiate research contracts,
- check research funding applications,
- provide guidance and support for research project management, including audit and compliance, reporting and
- provide training for departmental staff, Principal Investigators and other research project staff.

In many cases departments will directly support Principal Investigators with their queries. Furthermore, each department has a named Research Support Advisor and Contracts Manager.

**Strategy**

The Research Strategy Office supports the work of the Pro-Vice-Chancellor for Research, the Heads of the Schools and the Research Policy Committee in:
- devising and implementing strategies and policies to maintain and increase the University's research funding,
- shape the University’s response to a changing research landscape and the requirements of our funding partners and
- enhance Cambridge’s standing as a world-leading institution.

The Research Strategy Office team also works with researchers and research groups to:
- help develop collaborative cross-disciplinary research activity,
- facilitate the development of institutional relationships with major research and industrial funders,
- support the University's submission to the REF,
- oversee certain strategically important cross-School grants and
- coordinate the University’s restricted calls process.

The Research Office works closely with Schools and Departments, the Strategic Partnerships Office, Human Resources, Finance Division, Development and Alumni Relations (CUDAR).

**Supporting Research Impact**

Impact is at the heart of the University’s mission. Our world-leading research underpins a huge range of innovations which create prosperity, improve quality of life, protect the environment and enrich culture. How we achieve and demonstrate impact is also of great importance to research funders including HEFCE, the Research Councils and charities.

Researchers at the University have access to advice on impact activities, including how to plan, fund, evidence and evaluate these.

[https://www.research-strategy.admin.cam.ac.uk/impact](https://www.research-strategy.admin.cam.ac.uk/impact)

Information on impact in the REF is available at [https://www.ref.admin.cam.ac.uk/impact](https://www.ref.admin.cam.ac.uk/impact)

**Contact Details:**

[http://www.research-operations.admin.cam.ac.uk/about-us/contact-us](http://www.research-operations.admin.cam.ac.uk/about-us/contact-us)

[http://www.research-strategy.admin.cam.ac.uk/contact-us](http://www.research-strategy.admin.cam.ac.uk/contact-us)
As part of its commitment to the principles of the Concordat, the University will support researchers to maintain the highest standards of integrity in research by:

- providing clear policies and procedures, as well as training and guidance to help researchers better understand how to maintain high standards of research integrity
- having suitable mechanisms for reviewing ethical issues raised by research
- using transparent, robust and fair processes to deal with allegations of research misconduct
- defending researchers who live up to high standards in difficult circumstances and any individual who, in good faith, reports research misconduct at the University
- continuing to work to strengthen the integrity of its research through regular review and monitoring of its support, policies and procedures.

Anyone with comments, concerns or questions regarding research integrity at the University of Cambridge should contact the Pro-Vice-Chancellor for Research through the Research Strategy Office.

Email: researchintegrity@admin.cam.ac.uk

This document has been prepared by the Research Strategy Office for the academic year 2016-17.

Policies and Guidelines
Researchers should be familiar with the following internal and external policies and guidelines

Policy on the use of animals in research and teaching  
http://www.cam.ac.uk/research/research-at-cambridge/policy-on-the-use-of-animals-in-research-and-teaching

‘Whistleblowing’ Policy  
http://www.admin.cam.ac.uk/offices/hr/policy/whistleblowing.html

Policy against Bribery and Corruption  
http://www.admin.cam.ac.uk/offices/secretariat/bac/

European Science Foundation, The European Code of Conduct for Research Integrity  

2nd World Conference on Research Integrity, Singapore Statement on Research Integrity  
http://www.singaporestatement.org/statement.html

University Financial Regulations  
http://www.admin.cam.ac.uk/offices/finance/regulations/index.shtml

Policy on the Ethics of Research Involving Human Participants and Personal Data  
http://www.research-integrity.admin.cam.ac.uk/research-ethics

Good Research Practice Policy  
http://www.research-integrity.admin.cam.ac.uk/research-integrity/good-research-practice

Misconduct in Research  
http://www.research-integrity.admin.cam.ac.uk/research-misconduct

University of Cambridge Statement on Research Integrity  
http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement
A message from the Pro-Vice-Chancellor for Research

The University of Cambridge is committed to achieving excellence in research and scholarship. The pursuit of excellent research and the fulfilment of our responsibilities to participants in research, research users and the wider community require the maintenance of the highest standards of integrity and ethics.

To maintain the high standards of research practice at Cambridge, the University will uphold the commitments outlined in Universities UK’s *Concordat to Support Research Integrity*. This pamphlet sets out the principles to which all research and scholarship at the University of Cambridge should adhere and provides guidance on where to seek further information and advice on specific research integrity issues.

The University expects all researchers, be they staff, students or visitors to the University, to abide by national, European and international standards of research integrity.

Honesty in all aspects of research, including:
- presentation of research goals, intentions and findings
- reporting on research methods and procedures
- gathering data
- using and acknowledging the work of other researchers
- conveying valid interpretations and making justifiable claims based on research findings

Scrupulous care, thoroughness and excellence in research practice:
- in performing research and using appropriate methods
- in adhering to an agreed protocol where appropriate
- in drawing interpretations and conclusions from the research
- in communicating the results

Transparency and open communication:
- in declaring conflicts of interest
- in the reporting of research data collection methods
- in the analysis and interpretation of data
- in making research findings widely available, including sharing negative results as appropriate
- in presenting the work to other researchers and to the general public

Care and respect for:
- all participants in and subjects of research, including humans, animals, the environment and cultural objects
- the stewardship of research and scholarship for future generations

In addition to these core principles, researchers should ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate. Researchers are also expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references.

More information

University Research Integrity Website
http://www.research-integrity.admin.cam.ac.uk/

UUK Concordat to Support Research Integrity
http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/research-concordat.aspx

Clinical School Research Governance Information
http://www.medschl.cam.ac.uk/research/research-governance-information/

UK Research Integrity Office
http://www.ukrio.org/

US Office of Research Integrity
http://ori.hhs.gov/

1. The definition of research integrity used in this document is adapted from Universities UK, *The concordat to support research integrity* (July, 2012).
. Advice
. Training
. Festivals and events
. Brokering partnerships
. Cultural development
. Advocacy and policy
. Networking
. Funding
. Awards

“Public engagement is a cornerstone of the high quality research we do at the University, and is an important route by which we realise our impact on society”

Professor Chris Abell
Pro-Vice-Chancellor for Research

Find out how our team can support you
Subscribe to our monthly Public Engagement bulletin on our website

@ www.cam.ac.uk/public-engagement
Email publicengagement@admin.cam.ac.uk
Phone +44 (0)1223 766766
Twitter @UniCamPublicEng
Always bring your card
You’ll need your blue University or white Library card to scan at the entry gate. Forgotten your card? We may be able to accept photo ID – ask staff in the Entrance Hall.

It’s in the bag
You’ll need to leave rucksacks, large bags and computer cases in the locker room. Why not splash out on a 20p clear plastic bag available at the Entrance Hall desk?

Go wireless
Use your Raven log in to access our wireless internet or ask at a helpdesk.

Get the skills
Free research skills sessions run throughout this term – go to http://training.cam.ac.uk/cul for details.

Looking for something?
Search for resources using iDiscover (www.idiscover.lib.cam.ac.uk)

Save it for later
Need to reserve a book you’re using for later? Just fill out a reservation slip, leave it in the book and we won’t move it for three days. If you’ve finished with a book just leave it on any desk and we’ll re-shelve it for you!

Handle with care
Preserve our books for future generations. Use bookmarks rather than gummed notes and leave books unmarked by pen or pencil.

Let there be light
You’ll find light switch dials on the end of each book case on the open floors – just twist for light.

Phone zones
Please keep your phone on silent in the Library. You can text anywhere, but if you need to make a call please go to the Tea Room, Locker Room, Entrance Hall or Courtyards.

Printing and copying
Use your card to access photocopying, scanning and printing facilities. Please ask staff on the Reader Services Desk or General Enquiries Desk for details.

Making an exit
Have your card ready as you leave via the Entrance Hall; you’ll need to scan your card to go out. We’ll also check any bags or folders that you have.
Introduction to the Library

Welcome to Cambridge University Library, one of the great research libraries of the world. The collections hold around eight million items spread across more than 200 miles of shelving and are growing all the time.

Catalogues and information
PCs giving quick access to the Library catalogue, 'iDiscover'; opening times, a Library map and details about photocopying and scanning services are located throughout the building. These Library Information Points also provide tips on the classification scheme and links to the wide variety of training offered by the Library.

Once you have found the record for the item you require, take a note of the classmark (the unique number given to each book) and the location. This will either be on the open shelves (which you go to yourself) or the item will need to be requested from one of our nine reading rooms. Requests for books fetched to the Reading Room and West Room can be made via the catalogue prior to visiting the Library. If an item is on loan you can place a recall for it.

The catalogue holds records for all material published since 1978 and earlier items which were considered to be of academic importance at their time of receipt. Some pre-1978 items (for example novels) are only recorded in the Supplementary Catalogues, located in the Reading Room Corridor South.

In addition the Anderson Room (Music Department), Commonwealth Room (Official Publications Department), East Asian Reading Room, Manuscripts Reading Room, Map Room and Rare Books Room have separate catalogues for certain categories of material.

Borrowing
Members of Cambridge University, including academic staff and graduate and undergraduate students, have borrowing rights. Borrowable books are issued at the Reader Services Desk located in the Entrance Hall.

Please Note:
Online Publications catalogues and lending services are now available in the Reading Room and West Room, which can be accessed via the Library's website at www.lib.cam.ac.uk. The reading rooms are also equipped with a range of ergonomic chairs.

Fire alarm procedure
In the event of a fire there will be a loud and continuous alarm:

- Please leave the building immediately via the nearest fire exit. Exits are signed throughout the building.

- Do not use the lifts in the event of a fire alarm.

- Please note that during an evacuation the Locker Room will be closed and it will not be possible to retrieve items from this area.

Readers who consider themselves to have difficulty walking or using stairs are advised to remain on the first floor of the Library after 17:00 (Monday to Friday) and on Saturdays to ensure a quick evacuation in the event of a fire alarm. Please note that the Library does not have any designated fire refuges.

Readers with disabilities
The Library has an Assistive Technology Area, equipped with height adjustable desks, computers with magnification, voice recognition and screen reading software and a range of ergonomic chairs.

Reading Room staff are happy to fetch items from other floors. To request items or for general information about assistance available for disabled readers, please visit the Reading Room or email reference@lib.cam.ac.uk.

Readers who may need assistance with evacuation are advised to contact the Disability Officer to discuss a Personal Emergency Evacuation Plan (PEEP).

Email: reference@lib.cam.ac.uk
Tel: 01223 333066
Photocopying and scanning
Self-service Multi-Functional Devices (MFDs), used for photocopying and scanning are located in the Photocopying Room at the end of the North Wing Corridor and in the Commonwealth and West Rooms (for material restricted to those rooms). To use the MFDs you will first need to add credit to your account (see below).

Log in by entering both your username and password on the touch screen. When you have logged in to your account, your credit balance will be displayed on the screen.

Full instructions on the operation of the MFDs are available adjacent to the machines in the self-service Photocopying Room, Commonwealth Room and West Room. Please log out from the MFD when you have finished using it.

For further details please visit www.lib.cam.ac.uk/collections/departments/digital-content-unit

Adding copying and printing credit to your account
Credit can be purchased online at www.ds.cam.ac.uk/ul/kiosk

Kiosk computers in the Photocopying Room, Commonwealth Room, West Room and on the first floor balcony, may also be used to credit your account. During office hours, credit may be added to your account at the Reader Services Desk.

Prices excluding VAT (VAT charged at 20% to all except Cambridge students).

<table>
<thead>
<tr>
<th>Self-service copying</th>
<th>Self-service scanning</th>
<th>Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 black &amp; white, 8p / sheet</td>
<td>A4 or A3 black &amp; white or colour, 4p / scan</td>
<td>A4 10p / sheet</td>
</tr>
<tr>
<td>A3 black &amp; white, 16p / sheet</td>
<td>A3 colour, 12p / sheet</td>
<td>A3 colour, 20p / sheet</td>
</tr>
</tbody>
</table>

Security
Large bags and laptop cases are not permitted in the Library. Please use the Locker Room. Clear Library carrier bags can be bought from the Reader Services Desk. Please look after your valuables; don't leave laptops or personal items unattended.

Still feeling lost?
You can ask any member of staff for further help. We also run a range of Research Skills courses.

For further details please visit www.training.cam.ac.uk/cul/theme

Follow us on: @theUL Facebook
For more information about research funding, internal peer review, advice on grant writing in the arts, humanities and social sciences, as well as relevant research support contacts across the University, please visit [www.ahssresearch.group.cam.ac.uk](http://www.ahssresearch.group.cam.ac.uk) and/or contact the School Research Facilitation team:

Dr Daniel Wunderlich (UK funding) e: [dcw35@cam.ac.uk](mailto:dcw35@cam.ac.uk) t: +44 (0)1223 761365
Dr Andrea Salter (EU & overseas funding) e: [acs87@cam.ac.uk](mailto:acs87@cam.ac.uk) t: +44 (0)1223 764079

**Services offered by School Research Facilitators:**

- Broadly, we are a demand-led service which can support research applications and enquiries at individual, Faculty and School levels by:
- Running scheme specific information sessions (e.g. ERC grants; Leverhulme Programme Grants; ESRC Future Research Leaders, …)
- Finding suitable schemes and providing funder information for large funding applications by UTOs
- Discussing individual research portfolios and funding trajectories
- Discussing research ideas and how to turn these into a research project
- Advising and commenting on drafts of research grant proposals
- Providing examples of successful applications where possible
- Organising mock interviews for grant applicants (e.g. ERC, large Leverhulme or AHRC grants)
- Facilitating Cross-School peer review for large and complex AHRC and ESRC applications
- Reviewing PI responses to peer reviewers’ comments
- Organising a *Research Lunchtime Forum* (termly; peer-to-peer; topics on suggestion) and other workshop sessions around specific issues e.g. impact
- Discussion/engagement with Departments/Faculties’ research strategy and targeted support for these
- Facilitating links across disciplines, including through engagement with the SRIs and SRNs
- Funder relations and research strategy more generally (assisting with funder visits; servicing the Social Science Research Strategy Group; Arts & Humanities Research Strategy Forum; consultations; etc.)
- Support on RCUK’s Pathways to Impact
- Coordination of institutional research support where appropriate (e.g. Public Engagement; Centre for Science and Policy; Cambridge Enterprise; pre-post award liaison with Faculty Administrators and Research Grant Administrators, School Research Grant Administrators and the Research Operations Office)
2016 – 2017
Faith and Diversity Calendar

Useful information

Equal Opportunities
The University of Cambridge is committed, in its pursuit of academic excellence, to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity (University Statutes & Ordinances Cl 3.13).

www.admin.cam.ac.uk/offices/hr/policy/equal.html

Equality & Diversity (E&D) Section
Information about the University’s work on faith or belief and other equalities matters.

www.equality.admin.cam.ac.uk
01223 332286
equality@admin.cam.ac.uk

Festival of Wellbeing
Events that seek to engage University staff and students in wellbeing and stress management activities.

www.wellfest.admin.cam.ac.uk

Dignity@Work and Study
The University recognises its duty of care to staff, students and all other members of the University community irrespective of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), sex or sexual orientation.

www.admin.cam.ac.uk/offices/hr/policy/dignity
www.cambridgestudents.cam.ac.uk/welfare-and-wellbeing/dignitystudy
01223 765031
dignitycontacts@admin.cam.ac.uk

Internal Mediation Service
The University resources this service to help resolve disagreements between members of staff with support from an impartial third party/mediator.

www.admin.cam.ac.uk/offices/hr/policy/mediation/
mediation@admin.cam.ac.uk

The University of Cambridge celebrates diversity

2016 – 2017
Faith and Diversity Calendar

Black History Month
International Day for the Elimination of Violence against Women
Human Rights Day
Holocaust Memorial Day
Lesbian, Gay, Bisexual and Transgender Month
International Women’s Day
International Women’s Day Lecture 2016
13th Annual Disability Lecture 2016

Black History Month
Annual Race Equality Lecture 2015

International Women’s Day Lecture 2016

Against Transphobia, Bisexual and Homophobia

What are faiths and beliefs?
These cover legally protected characteristics, for example:

• Religion (e.g. Christianity, Judaism, Hinduism, Islam, Sikhism, Buddhism)
• Denomination of a religion (e.g. Anglicanism, Catholicism, Sunni, Lamasims)
• Philosophical belief (e.g. Humanism, Atheism)

The faiths represented in this calendar, along with the significant faith dates, are those of the six main religions as recognised in the UK Census 2011. Every effort has been made to ensure the accuracy of the information contained in this publication. Inclusion of a particular religion or belief does not constitute endorsement of the particular religion or belief by the University.

Social Media
The University of Cambridge is on Facebook, Google+, Twitter and Instagram.

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www.admin.cam.ac.uk/offices/hr/policy/dignity
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### Islamic festivals begin with the sighting of the moon; they may be delayed and may vary between communities.

- **Nawrathe 1 – 13 Aug 2017**
- **Dormition 15 Aug 2017**
- **Dussehra 11 Oct 2017**
- **Diwali 30 Oct 2017**
- **Simchat Torah 25 Oct 2017**
- **Eid-ul-Adha 11 Sep 2017**
- **Al Hijira 1 Oct 2017**
- **Parkash Divas 1 Sep 2017**

### World Refugee Day
- **20 Jun**

### Buddhist festivals
- **Ascension Day 25 May 2017**
- **Apostles’ Fast 11 – 28 June 2017**
- **Lag ba-Omer 14 May 2017**
- **Shavuot 31 May 2017**
- **Eid-ul-Fitr 25 Jun 2017**

### Hindu festivals
- **Navrathri 1 – 10 Oct 2016**
- **Rosh HaShanah 3 – 4 Oct 2016**
- **Yom Kippur 12 Oct 2016**
- **Sukkot 17 Oct 2016**
- **Simchat Torah 25 Oct 2016**
- **Chanukkah 25 Dec 2016**
- **Bandi Chhorh Divas 30 Oct 2016**
- **Vaisakhi 14 Apr 2017**
- **Guru Gebind Singh Birthday 5 Jan 2017**

### Jewish festivals
- **Maha Shivarathri 14 Feb 2017**
- **Purim 13 Mar 2017**
- **Pesach 10 Apr – 18 Apr**
- **Holi 13 Mar 2017**
- **Purim 12 Mar 2017**
- **Pesach 10 Apr – 18 Apr**

### Christian festivals
- **Lent 1 Mar – 13 Apr 2017**
- **Great Lent 27 Feb – 15 Apr 2017**
- **Maha Shivarathri 25 Feb 2017**
- **Good Friday 14 Apr 2017**
- **Easter Sunday 16 Apr 2017**

### Muslim festivals
- **Eid-ul-Adha 11 Sep 2017**
- **Al Hijira 1 Oct 2017**
- **Parkash Divas 1 Sep 2017**

### Sikh festivals
- **Guru Granth Sahib Birthday 5 Jan 2017**
- **Bandi Chhorh Divas 30 Oct 2016**
- **Vaisakhi 14 Apr 2017**
- **Guru Gebind Singh Birthday 5 Jan 2017**

### Chaplaincy contact details

- **Buddhism**
  - Dr Rachael Harris, Buddhist Society Chaplain
  - rmh1001@cam.ac.uk
  - www.buddhistsociety.org.uk

- **Christianity**
  - Dr David Criswell, Anglican Chaplain to University Staff
    - Chaplaincy
  - Dr Michael Leggett, Roman Catholic Chaplain
    - Chaplaincy
  - Dr Reginald Coupland, Methodist Chaplain
    - Chaplaincy
  - Dr Keith Ramsey, Orthodox Chaplain
    - Chaplaincy

- **Hinduism**
  - Dr Vidushi Sood, Hindu Society Chaplain
    - Chaplaincy

- **Islam**
  - Dr Richard Harris, Islamic Society Chaplain
    - Chaplaincy

- **Judaism**
  - Dr Michael Leggett, Anglican Chaplain to University Staff
    - Chaplaincy
  - Dr Reginald Coupland, Methodist Chaplain
    - Chaplaincy
  - Dr Keith Ramsey, Orthodox Chaplain
    - Chaplaincy

- **Sikhism**
  - Dr Jag Srai, Sikh Society Chaplain
    - Chaplaincy

### Chaplaincy in Cambridge

The University’s Chaplaincy provides pastoral care and helps to foster understanding for all faiths and none. The University’s Multi-Faith Centre is located at Merton Hall Farmhouse, on the West Cambridge site.

- **Merton Hall Farmhouse**
  - The University’s Multi-Faith Centre is located at Merton Hall Farmhouse, on the West Cambridge site.
  - www.gsm.cam.ac.uk/chaplaincy/merton-hall-farmhouse
  - 01223 741716
  - chaplain@gsm.cam.ac.uk

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**Faith and Diversity Calendar 2016 – 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Christian (Western)</th>
<th>Christian (Eastern or Orthodox)</th>
<th>Hindu</th>
<th>Jewish</th>
<th>Muslim</th>
<th>Sikh</th>
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<td>Aug-Oct</td>
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<tr>
<td>Black History Month</td>
<td>Oct</td>
<td>Dormition Fast 1 – 14 Aug 2017</td>
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<td>Dormition 15 Aug 2017</td>
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<td></td>
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<td>Navrathri 1 – 10 Oct 2016</td>
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<td>Rosh HaShanah 3 – 4 Oct 2016</td>
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<td>Yom Kippur 12 Oct 2016</td>
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<td>Sukkot 17 Oct 2016</td>
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<td>Chanukkah 25 Dec 2016</td>
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<td>Bandi Chhorh Divas 30 Oct 2016</td>
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<td>Vaisakhi 14 Apr 2017</td>
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<td>Nov-Jan</td>
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<td>International Day for the Elimination of Violence against Women</td>
<td>25 Nov</td>
<td>All Saints’ Day 1 Nov 2016/17</td>
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<tr>
<td>International Day of Persons with Disabilities</td>
<td>3 Dec</td>
<td>Christmas Day 25 Dec 2016/17</td>
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<td>Human Rights Day</td>
<td>10 Dec</td>
<td>Holocaust Memorial Day 27 Jan</td>
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<td>Feb-Apr</td>
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<tr>
<td>Lesbian, Gay, Bisexual and Transgender Month</td>
<td>Feb</td>
<td>Lent 1 Mar – 13 Apr 2017</td>
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<td>Good Friday 14 Apr 2017</td>
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<td>Easter Sunday 16 Apr 2017</td>
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<td>Maha Shivarathri 25 Feb 2017</td>
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<td>Good Friday 14 Apr 2017</td>
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<td>Easter Sunday 16 Apr 2017</td>
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<td>Holi 13 Mar 2017</td>
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<td>Pesach 10 Apr – 18 Apr</td>
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<td>May-Jul</td>
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<td>International Day Against Homophobia and Transphobia</td>
<td>17 May</td>
<td>Ascension Day 25 May 2017</td>
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<td>Apostles’ Fast 11 – 28 June 2017</td>
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<td>SS Peter and Paul 29 June 2017</td>
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<td>Lag ba-Omer 14 May 2017</td>
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<td>Shavuot 31 May 2017</td>
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<td>Ramadan 27 May – 25 Jun 2017</td>
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<td>Eid-ul-Fitr 25 Jun 2017</td>
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<td>Buddha Day 10 May 2017</td>
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Health and Fitness at the University of Cambridge Sports Centre

Let us help you make changes that will last

from £8 per week*

Discounts available for University of Cambridge staff and students

*based on an Off Peak Community membership
The University of Cambridge Sports Centre is 10 minutes by bike from the city centre. The Centre has 12 accessible car parking spaces, and other members of the Fitness, Strength and Conditioning Suite can use their membership cards to access any car park on the West Cambridge site between the hours of 06:30 - 08:30 and between the hours of 15:30 - 22:30 Monday to Friday. Parking is available all weekend.

Facilities include:
- Fitness Suite with state-of-the-art Technogym equipment
- Strength and Conditioning room with 8 Olympic lifting platforms
- Yoga and Pilates
- Circuit training
- Indoor Cycling
- BodyPump
- 37m x 34m Sports Hall
- Zumba
- 2 multi-purpose studios
- 5 competition standard Squash Courts
- 3 Eton Fives Courts
- 3 Rugby Fives Courts
- Health Checks
- Personal Training
Online learning: LC Online

Cambridge University Language Programmes (CULP)
- Courses in at least 14 languages, at a wide range of levels
- Programmes for special purposes/subject groups

Academic Development and Training for International Students (ADTIS)
- Pre-sessional summer courses
- In-sessional supervisions, workshops and seminars
- Bespoke provision for individual departments

Language Learning Advice & Independent Learning
- 1:1 advice on opportunities and language learning strategies
- Learning resource centre with 180+ languages
- Conversation Exchange, Conversation Hours, Friends without Frontiers

Online learning: LC Online
- Wide range of online learning resources developed in-house

2017-18

www.langcen.cam.ac.uk
Opportunities to develop languages skills for academic, professional & personal reasons

All students & staff of the Collegiate University are welcome to use the Language Centre

**John Trim Centre Opening Times:**
(Monday – Friday):
Full Term and CULP Teaching Weeks:
9am – 7pm     Vacation: 9am – 5pm

**ACCESS INFORMATION**
The Language Centre is fully accessible to wheelchair users.
If you would like to discuss any other access requirements, please contact Advising Team using the details below.

For more information, visit www.langcen.cam.ac.uk

Or contact us at:
Language Centre
Downing Place
Cambridge CB2 3EL
Telephone: 01223 335058
Fax: 01223 763618
Email: enquiries@langcen.cam.ac.uk

2017-18  
www.langcen.cam.ac.uk
Are you experiencing difficult relationships at work?

The Mediation Service may be able to help

Find out more:

http://www.admin.cam.ac.uk/offices/hr/policy/mediation/

Email: mediation@admin.cam.ac.uk or

Call: 01223 765544 / 765821
Dignity @Work

You may never need us, but we are here if you do

Everyone has the right to be treated with respect at work. If you feel you aren't and need to talk about it, please contact dignitycontacts@admin.cam.ac.uk or call (7)65031 for confidential help and advice.
If you feel that you are experiencing difficult working relationships, including bullying or harassment, have witnessed bullying or harassment or you have been accused of bullying or harassment there are several people whom you can talk to about it:

- If you feel able to it would be advisable to address your concerns with the individual directly.
- If you feel unable to do this your line manager or Business and Operations manager will be able to talk to you about your concerns.
- Your HR Adviser
- A Dignity @ Work contact.

If you would like to talk confidentially to a Dignity @ Work Contact, you should call (7)65031 which is a confidential voice-mail number and leave your name and contact details, or email dignitycontacts@admin.cam.ac.uk with your name and contact details. Your message will be picked up by a Dignity @ Work Co-ordinator who will put you in touch with a Contact, ensuring that there is no conflict of interest. The Contact will then contact you to arrange an appointment.

For more information on the Dignity @ Work policy and what to do if you are experiencing difficult working relationships, including bullying or harassment, have witnessed bullying or harassment or have been accused of it please see the following link http://www.hr.admin.cam.ac.uk/policies-procedures/dignity-work-policy
The Cambridge Ambassador Programme
You, Your Event, Your City
Are you a member of a society, association or institute?

Have you considered bringing one of the meetings to Cambridge?

Become a conference ambassador for Cambridge and working together we can develop your ideas, help you collate and submit a winning pitch to ultimately host a successful event here in Cambridge.

We'll support you every step of the way, we'll arrange venue visits and hospitality for all decision-makers and we'll assign you a specialist contact to liaise with venues.

We'll be there for you from the enquiry stage, throughout the event and beyond.

Join the Cambridge Ambassador Programme and you’ll benefit from:

- Practical, free help and support to help you to promote Cambridge as a destination to your organisation
- Recommendations and help to source a professional conference organiser (PCO)
- Assistance with planning, designing and submitting a formal proposal to the organising committee
- The opportunity to network with other Cambridge Ambassadors at exclusive events throughout the year
- Fully escorted site visits and hospitality for your key decision makers

Meet Cambridge
12c King’s Parade, Cambridge, CB2 1SJ
T: +44 (0) 1223 768740
E: enquiries@meet-cambridge.com
W: meet-cambridge.com
Meet Cambridge
The Easy Way to Organise Your Next Event
When you’re given the job of planning a meeting, a conference or a dinner, it can sometimes be difficult to know where to start but we’re here to help make your job easier and quicker, we’ll save you time and resource so that you can get on with your day job!

Meet Cambridge is a small institution of the University. We’re owned and managed by the University and the Colleges. As a not-for-profit organisation our service is free of charge and offered with no obligation.

We’re a single point of contact for over 50 venues in and around the city.

The Benefits of Using Meet Cambridge

- Quick, easy and free service
- A single point of contact for over 50 venues
- Expert help and support
- An extensive network of event support services
- A free administration service for large events using multiple venues
- An online B&B booking facility for visitors and individuals
- Free marketing resources to help you promote your event
- Specialist help and support to produce conference bids
- Access to a range of extra information through our partnership with Visit Cambridge & Beyond

Meet Cambridge
12c King’s Parade, Cambridge, CB2 1SJ
T: +44 (0) 1223 768740
E: enquiries@meet-cambridge.com
W: meet-cambridge.com